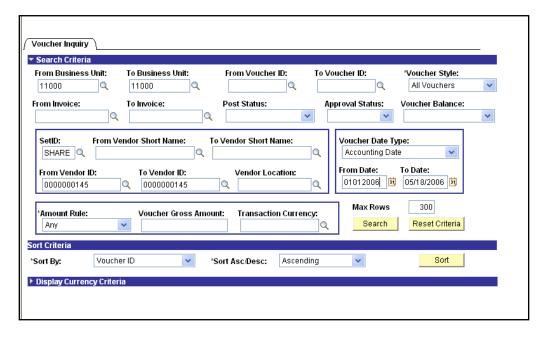# VOUCHER INQUIRY

Navigation: *Accounts Payable > Review > Vouchers > Voucher Inquiry*

This online inquiry is very helpful when trying to find vouchers paid to a particular vendor. This screen allows the user to specify a particular period of time, compared to searching for your vouchers by using 'Find an Existing Voucher.'
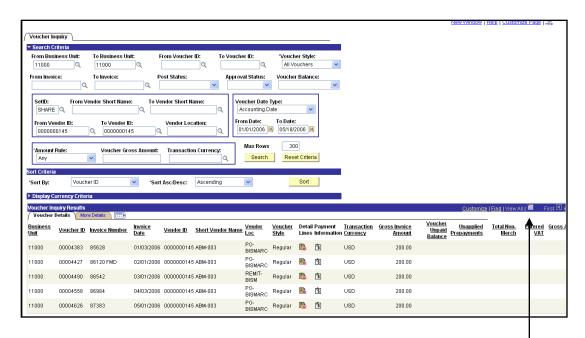
Enter the following fields as shown on the next page:

1. "From" and "To" business unit – enter your business unit here.
2. SetID: is always 'share'
3. From Vendor ID/To Vendor ID: enter the vendor's id number here
4. Voucher Date Type: to select only the current year's data on a vendor you will need to select one of the dates from this dropdown.
5. From Date/To Date: Select the time period that is applicable.

Click Search and the following results will appear:

Note: This search can be downloaded into Excel by clicking on this icon next to View All. In that way, the data can be sorted in whatever format is needed.